The *Search* page provides you with access to a variety of EPA and externally-owned search engines that allows you to quickly find the information you seek. Descriptions are provided on each portlet to provide information about the search engine and the types of information contained therein. You may also use the *Search* page to find Portal content. The remainder of this document provides instructions on how to search the Portal using the **EPA Portal Search** portlet displayed on the *Search* page.

1. Click *Search* on the left navigation bar from any page. This will take you to the *Search* page (see Figure 1).

Figure 1: EPA Portal Search Page

2. Type the keyword or phase by which you would like to search the Portal in the Keyword Search box on the **Search the EPA Portal** portlet.
3. The Search feature also allows you to use additional search criteria to further refine your search. They include:
    a. Additional search operators to 'Find results that':
        i. contains all of the terms
        ii. contains any of the terms
        iii. contains these terms exactly
        iv. partially match all of the terms
        v. partially match any of the terms
        vi. contains these terms located close to each other
        vii. sounds like all of the terms
        viii. sounds like any of the terms
        ix. are spelled like all of the terms
        x. are spelled like any of the terms

b. Additional filters to 'Filter by' (see Figure 2):
   i. Category. To restrict your search to a specific category, choose from the Category drop-down list.
   ii. Perspective. To restrict your search to a specific perspective, click the *blue button* next to the Perspective box and select a perspective from the list provided. You can further refine your perspective search by choosing to 'Match All' or 'Match Any' of the perspectives using the drop-down list to the left of the Perspective search box. You can also optionally select to extend your search to include a perspective's sub-perspective by checking the box to 'Include Sub-perspective'.
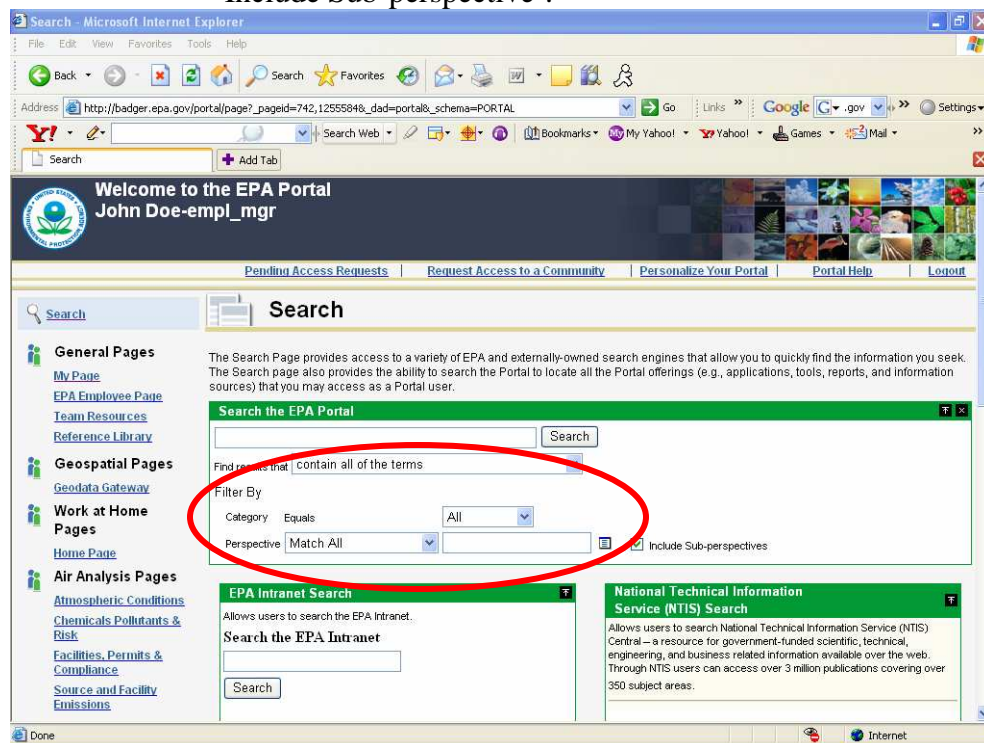

Figure 2: Search Filter Capabilities

4. Once you have selected your additional criteria, click *Search* to display the results of your search.
5. Click *Save Search* to save your search.
6. Type your requested name of your saved search in the Display Name box (see Figure 2). The saved search will be displayed in the **Save Search** portlet on My Page.
   a. You can retrieve the results of a saved search by going to the **My Page** and clicking on your saved search in the **Save Search** portlet.
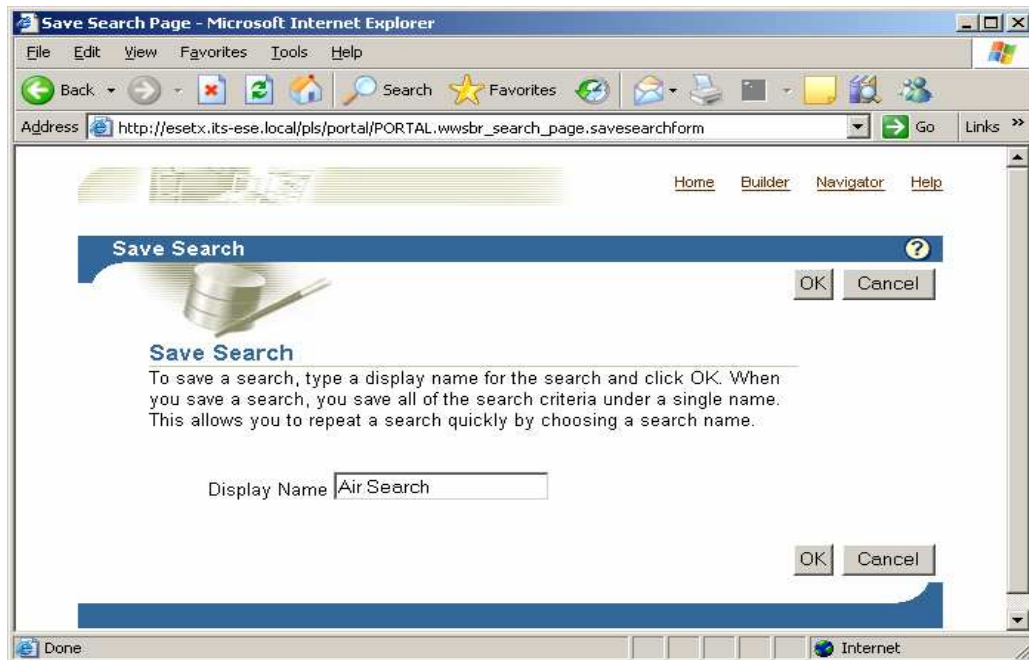
Figure 3: Save Search Page

Note: *For further help on performing Advanced Searches, or for help on General Searches, Search Results, or Saved Searches, click* Search Tips *on the Advanced Search page.*